

Elkhart Community Schools
Position Description

Position Title:	SAT Test Preparation Coach
Qualifications:	<i>Required:</i> Bachelor's degree in any field or content area. <i>Preferred:</i> Strong education background in SAT-related subjects (Math, Evidence-Based Reading and Writing). Experience with the SAT, College Board, and working within a high school setting.
Department:	Elkhart High School
Reports to:	Executive Principal
Prepared by:	Cary Anderson
Approved by:	W. Douglas Thorne
Date: 01/14/2025	

SUMMARY: The SAT Test Preparation Coach will design and implement engaging, effective strategies to improve student's academic skills in reading, writing, and math, while boosting their test-taking confidence. To assist in the creation of systems to support student academic achievement on the SAT assessment.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*):

1. Develop and deliver comprehensive SAT preparation programs tailored to students individual and group needs.
2. Teach SAT-specific content in Math, Evidence-Based Reading, and Writing.
3. Provide test-taking strategies, time management tips, and problem-solving techniques.
4. Administer and evaluate diagnostic tests and practice exams to monitor progress and identify areas for improvement.
5. Offer support to students in various ways, such as one-to-one, small group, and large group instruction as needed.
6. Maintain a positive and motivating learning environment that encourages student engagement.
7. Collaborate with teachers, counselors, and parents to support student academic success.
8. Stay updated on changes to the SAT format, blue prints, scoring, and content areas.
9. Track and report student progress and outcomes to administration, teachers, students, and families.
10. Collaborate with the Math and Language Arts content teams to ensure a comprehensive and cohesive approach to SAT preparation, ultimately improving student outcomes.
11. Collaborate with staff to integrate SAT-style questions and practices into their regular curriculum, reinforcing test-specific skills alongside academic learning.
12. The SAT coach will identify student weaknesses and provide focus areas to classroom teachers for targeted support.
13. Exhibit regular and timely attendance.
14. Perform other duties as assigned by the Executive Principal.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Terms of Employment: School-year position. Salary and fringe benefits as per board policy.

Evaluation Process: SAT Test Preparation Coach will be evaluated annually by the Executive Principal.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience: Bachelor's degree in any content area. *Preferred:* Strong education background in SAT-related subjects (Math, Evidence-Based Reading and Writing). Experience with the SAT, College Board, and working within a high school setting.

Language Skills: Ability to read, interpret, and develop documents such as test preparation materials and procedure manuals. Ability to write communications for employees and students. Ability to communicate clearly and effectively with employees and students to train.

Mathematical Skills: Ability to survey, calculate and interpret statistical data. Ability to add, subtract, multiply and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability: Ability to research and interpret data surrounding the SAT test such as strategies for success and assist in the creation of standardized solutions. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skill and Abilities: Experience working with computers is essential. Windows and Google tools training/experience is preferred. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to maintain confidentiality.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is continuously required to sit, stand, walk, use hands to finger, handle, or feel objects; operate computers and other office machines and equipment; talk and hear on the telephone and in other interactions.

The employee must frequently lift and move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. There are no environmental hazards indicated for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee may travel between facilities through outside weather conditions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.